

<p align="center">6 GENERAL REPORT WRITING</p>	<p align="center">Page 1 of 3</p>
<p align="center">PRESUMPTIVE AND CONFIRMATORY TESTS FOR BIOLOGICAL SUBSTANCES – FORENSIC BIOLOGY SECTION PROCEDURE MANUAL, SECTION II</p>	<p align="center">Issue No: 3</p>
	<p align="center">Effective Date: 1-October-2006</p>
<p>6 GENERAL REPORT WRITING</p> <p>6.1 Basic Report Terminology</p> <p>6.1.1 Examination performed using an alternate light source (ALS) is considered a screening test.</p> <p>6.1.1.1 If no stains are observed with the use of the ALS, the negative observation will be reported as “No [body fluid] was observed.”</p> <p>6.1.1.2 If a stain fluoresces during the use of the ALS and upon subsequent chemical testing produces a negative result, the test result will be reported as “No [body fluid] was indicated.” Positive test results will be tested further and reported according to those test results.</p> <p>6.1.2 The determination of the possible existence of a body fluid performed through visualization without testing (i.e., chemical or use of an alternate light source) will be reported as an observation. A negative observation will be reported as “No [body fluid] was observed.” Positive observations will be tested further and reported according to those results.</p> <p>6.1.3 For presumptive testing, demonstrated through the act of testing, the term “indicated” will be used when a positive result is obtained. If no result/negative result is obtained this result will be reported as “no [body fluid] was indicated”.</p> <p>6.1.4 For confirmatory testing, the terms “identified” and “not identified” will be used.</p> <p>6.2 Reporting Results of Analysis</p> <p>6.2.1 When body fluid presumptive/identification tests (including visual examination for blood) are conducted, the conclusions (based on the results) will be reported as “Results”.</p> <p>6.2.1.1 The observation of the absence of blood on trauma-related evidence (evidence in homicides, assaults, rapes, etc.) will be reported as this may provide investigative information.</p> <p>6.2.2 In the report, it is not necessary to distinguish whether an item was swabbed or cut by the examiner during analysis. This information is maintained in the case file notes.</p> <p>6.2.2.1 Example: Where the blade was swabbed and the swab tested - “Blood was indicated on the blade of the knife.”</p> <p>6.2.2.2 Example: Where a cutting of the shirt was tested - “Blood was indicated on the collar of the shirt.”</p> <p>6.3 Reporting Locations of Biological Stains on Items</p> <p>6.3.1 Examiners are encouraged to report the location of biological stains or sample recovery on an item in the report. This may be helpful to the investigator and/or attorneys as they sort through the facts of the case.</p> <p>6.3.1.1 Example: “Blood was indicated on the front left thigh of the jeans and on the center back of the shirt.”</p>	

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<p>6.3.1.2 Example: “Blood was indicated in stains on the left front thigh, lower left cuff and right front knee of the jeans, designated A-C respectively.”</p> <p>6.3.1.3 It is recommended that when reporting results on bottles and cans, the use of the term “mouth area” will differentiate this area from a “touch” area on the body of the bottle or can.</p> <p>6.3.1.4 As appropriate, it may be important to specify the surface of stain deposition or sample recovery on the item.</p> <p>6.3.1.4.1 If it is not possible to determine the inner and outer surface of an item (i.e., a condom), the results may be reported with respect to how the item was submitted.</p> <p>6.3.1.4.1.1 Example: “Spermatozoa were identified on the inside of the condom (as submitted).”</p> <p>6.3.2 When multiple stains are located in the same general vicinity, the results may be reported with respect to an “area”, “multiple stains”, or “selected stains”, as necessary.</p> <p>6.3.2.1 Example: “Blood was indicated in stains on the front right thigh area of the jeans.”</p> <p>6.3.2.2 Example: “Blood was indicated in multiple stains on the front right thigh area of the jeans.”</p> <p>6.3.3 When an RFLE or other communication from an investigator/detective requests that specific stains on an item be examined, the results will be reported with respect to those and any other stains tested.</p> <p>6.3.3.1 Example: RFLE states “Please test the stain on the left sleeve of the T-shirt for blood.” The results would be reported as “No blood was indicated in the stain on the left sleeve or elsewhere on the T-shirt”.</p> <p>6.4 Reporting Results from a Physical Evidence Recovery Kit (PERK)</p> <p>6.4.1 The swabs and smears submitted from the same body area in the Physical Evidence Recovery Kit will be combined to be reported as a “sample” (i.e., vaginal/cervical smears and swabs will be reported as vaginal/cervical sample). Notes will address what was done with the smear and swabs separately; however, the report will only address the results for the body area sample.</p> <p>6.4.1.1 Example: “Seminal fluid, but no spermatozoa, was identified on the vaginal/cervical sample.”</p> <p>6.4.1.2 Example: “Spermatozoa were identified and blood was indicated on the vaginal sample.”</p> <p>6.4.2 Only the final interpretation based on all presumptive and/or confirmatory tests for body fluids will be reported for each sample.</p> <p>6.4.3 All contents (including known samples and buccal swabs) included in the Physical Evidence Recovery Kit which were not examined will be specified in the report.</p>	

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<p>6.4.3.1 Example: “The oral rinse, lips/lip area, perianal/buttocks and anal samples, as well as the pubic combings and debris collection, were not examined.”</p> <p>6.5 Reporting Results from “Saliva” Evidence</p> <p>6.5.1 Cigarette butts, bottles, cans, etc. will not routinely be tested for blood. If the observation is made that no blood was seen, this will be documented in the notes, but not reported. If testing for blood is conducted, the results must be reported.</p> <p>6.5.1.1 Cigarette butts submitted in conjunction with homicides and assaults must be evaluated on a case-by-case basis with regard to blood testing and reporting since the presence or absence of blood may be probative in these situations, depending on the scenario.</p> <p>6.6 Reporting Results from Buccal Swabs Submitted as a Known Sample</p> <p>6.6.1 It is not necessary to report the presence or absence of blood on buccal swabs submitted as a known sample.</p> <p>6.6.2 If blood is observed on buccal swabs, document this in the case file.</p> <p>6.7 Reporting Results from “Touch” Evidence</p> <p>6.7.1 Swabs from light switches, steering wheels, door handles, etc. submitted for analysis of possible touch evidence (perspiration, skin cells, etc.) do not routinely need to be tested for blood. If the observation is made that no blood was seen, this will be documented in the notes, but not reported. If blood detection is performed, the results must be reported.</p> <p>6.7.1.1 “Touch” evidence submitted in conjunction with homicides and assaults must be evaluated on a case-by-case basis with regard to blood testing and reporting since the presence or absence of blood may be probative in these situations, depending on the scenario.</p> <p>6.8 Reporting Results of Samples Requiring Preservation</p> <p>6.8.1 If no analysis will be conducted on an evidence sample that required preservation, the case notes will indicate that sample has been preserved; the results will be reported as “this sample was not analyzed/examined”.</p> <p align="right">◆END</p>	